



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL VOCATIONAL TRAINER	32	B	5.225

DEFINITION OF THE CLASS:

Under general direction instructs inmates in a discipline or field, directs the production of goods or services; performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Instructs inmates in a discipline or field by providing both written instruction and practical training in order to teach vocational skills and processes, use of equipment, appropriate health and safety measures and work ethics and attitudes. Instructs or tailors coursework and practical work to each individual's aptitude and knowledge of the subject matter through a review of the inmate's academic record and background and discussion with the inmate. Submits reports to administrator to report on the inmate's progress on the course and on the inmate's cooperation an attitude in the assigned area. Creates instructional material as needed to supplement when prepared material is unavailable.

Supervises inmates in their assigned area to determine if there are enough personnel to accomplish assigned tasks and select replacements as needed and to assure their safety and accountability at all times.

Oversees the area of the prison assigned and the functions provided in order to assure that the service of the area is provided to the inmates and staff of the facility. Orders stock, materials, equipment and repairs in order to maintain the functions of the area.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of agency rules and regulations regarding the custody of inmates.

Ability to supervise inmates including: organizing projects to accomplish objectives; evaluating inmate effectiveness; training at different levels; and delegating responsibility to inmates as appropriate. Ability to motivate inmates. Ability to maintain order while teaching and supervising inmates. Ability to account for inmates at all times. Ability to notify the appropriate superior in the event of an incident. Ability to communicate with inmates in order to convey subject matter in the field and the expectations of inmates.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of safety precautions associated with field of instruction.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to foster learning environment that will help the inmate become proficient in the area of instruction. Ability to establish and maintain meaningful relationships with persons of various social, cultural, economic, and educational backgrounds. Ability to read the subject matter sufficiently to prepare lessons and comprehend agency policy and procedure. Ability to write sufficiently to prepare progress reports on inmates. Ability to maintain appropriate records. Ability to use equipment specific to the field of instruction.

Skill in the field being taught.

EDUCATION AND/OR WORK EXPERIENCE:

I

Five years of journey level experience in the field to be taught; OR

II

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

NOTE: In order to meet the needs of the recruiting agency, a position may require specialized backgrounds or skill which will be identified for each position recruited.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.225

ESTABLISHED: 7/1/91P
 7/6/90PC